



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

MAIL CLERK DRIVER

Class No. 003039

SENIOR MAIL CLERK DRIVER

Class No. 003074

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■ CLASSIFICATION PURPOSE

To collect, sort, process and deliver county and U.S. mail to County departments and/or offices; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Mail Clerk Driver class series is distinguished from Delivery Vehicle Driver in that the latter is responsible for loading and unloading vehicles in the delivery of a wide variety of materials, and operating vehicles and other equipment that require a Class B California driver's license.

Mail Clerk Driver:

This is the entry-level class in this series. Under general supervision, incumbents collect, sort, process and deliver mail.

Senior Mail Clerk Driver:

This is the supervisory level class in this series. Under general supervision, incumbents provide first line supervision, technical guidance and training to Mail Clerk Drivers and subordinate workers on a shift.

■ FUNCTIONS

**The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Mail Clerk Driver

Essential Functions:

1. Collects, sorts, processes, and delivers county and U.S. mail to county departments and/or offices.
2. Operates a county vehicle from collection points to mail rooms on a regular schedule, and to the U.S. Post Office for large mailings.
3. Operates folding, inserting, and other mail processing machines.
4. Maintains record of mileage.
5. Maintains records of certified and registered mail for department.
6. Provides information to county offices regarding postal rates and schedules.
7. Performs related clerical work within mailroom to facilitate mailroom operations.
8. May carry and/or deliver county warrants.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Mail Clerk Driver

Essential Functions:

All the functions above and

1. Provides technical training and guidance to Mail Clerk Drivers.

2. Assists in establishing mail routes and schedules.
3. Prepares weekly assignment schedule for drivers.
4. Maintains a variety of records including records of postage usage and vehicle maintenance.
5. Ensures that vehicles are properly maintained.
6. Delivers payroll warrants to county departments.
7. Processes certified and registered mail.
8. Makes routine mail or special deliveries when required.
9. Supervises subordinate workers on an assigned shift.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

The following apply to both classes:

- U.S. Postal Service mailing regulations and rates.
- California motor vehicle code and safe driving practices.
- Rules of safe vehicle operation.
- Map reading techniques.
- General office practices and procedures that pertain to mail center service.
- County customer service objectives and strategies.

##### Senior Mail Clerk Driver (in addition to above):

- Methods of planning, scheduling and assigning work.
- Supervision and training principles and practices.

##### Skills and Abilities to:

- Plan, supervise and evaluate the work of subordinates.
- Operate motor vehicles safely.
- Weigh, sort and meter mail, including processing of certified and registered mail.
- Operate, maintain and make minor repair to mail metering, letter opening, and folding machines.
- Maintain accurate records.
- Meet established deadlines for mail collection and delivery.
- Work independently with minimal supervision.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

##### Mail Clerk Driver:

1. Three (3) months of experience operating a vehicle for commercial or delivery purposes; OR,
2. Three (3) months of experience working in a mail room; OR,
3. Six (6) months of full-time paid experience working as a clerk, or in a similar position in an office setting.

##### Senior Mail Clerk Driver:

1. Two (2) years of experience as a Mail Clerk Driver with the County of San Diego; OR,

2. Three (3) years of full time-time experience sorting, processing, and delivering inter-office and U.S. mail. This experience must have included operation of mail processing equipment.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Essential functions require frequent lifting and carrying objects weighing up to 50 pounds; frequent stooping, crouching, handling, and reaching to operate and adjust equipment. Maintain physical condition necessary for standing, walking, climbing, or sitting for prolonged periods. Hand-eye coordination in operating motorized vehicle.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in these classes, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in these classes may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Work is performed both in office and outdoor environments; exposure to varying temperatures, weather and humidity conditions.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: September 20, 1961 (Mail Clerk Driver)**  
**New: February 13, 1969 (Senior Mail Clerk Driver)**  
**Revised: May 8, 2001**  
**Reviewed: Spring 2004**  
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Mail Clerk Driver (Class No. 003039)  
Senior Mail Clerk Driver (Class No. 003074)

Union Code: CM  
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